

THE BRIEF

Give it six things before it starts

- 1 **Goal.** What, why, by when.
- 2 **Done looks like.** Format, length, where it lands.
- 3 **Context.** Files, links, examples. Which to trust.
- 4 **May touch, must not.** What it may read and change. What is off limits.
- 5 **Limits.** Time, steps, pages, spend.
- 6 **Stop and ask.** The moments it must come back to you.

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PERMISSION LEVELS

Decide how far it may go

- 1 **Read.** Looks and reports. Changes nothing.
- ■ □□ 2 **Draft.** Drafts only you see. You send.
- ■ ■ □ 3 **Ask first.** Asks before each send, pay, delete or change.
- ■ ■ ■ 4 **Alone.** Acts inside fixed limits. You review after.

Start low. Up one level after five clean runs. Down at once after a surprise. Set it in the tool.

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1 CHECK 1 OF 5

The job

Did it do what the brief asked?

- Hold it next to “done looks like”.
- Right format, length, audience, deadline?
- Anything missing is a no.
- Polish is not proof.

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2 CHECK 2 OF 5

The facts

Is every name, number, date and quote real?

- Open the sources it gives.
- Trace each figure to its file.
- Find each quote on its page.
- Can’t find it? It doesn’t go in.

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3 CHECK 3 OF 5

The steps

How did it get there?

- Read the steps, not just the summary.
- Any files or sites you didn’t mention?
- Any work beyond what you asked?
- Any step it skipped?

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4 CHECK 4 OF 5

The changes

What is different now?

- Look where it acted: sent, drafts, files.
- Check version history and records.
- Undo what you didn’t want.
- “Complete” is not “checked”.

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5 CHECK 5 OF 5

The sign-off

Would you put your name to it?

- You answer for it, not the agent.
- Would you defend it in a meeting?
- “I checked”: checked against what?
- Not sure? Then it isn’t done.

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STOP THE TASK IF IT

- opens files or sites you didn’t mention
- asks for a password, a code or card details
- suddenly talks about something unrelated
- wants to send or share with someone new
- goes round in circles, or does more than asked

Then tell [name]. Reporting is never a mistake.

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3 CONTEXT _____

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5 LIMITS _____

6 STOP AND ASK _____

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